

STATE OF CALIFORNIA

STEVE WESTLY,
California State Controller

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: January 20, 2004

PERSONNEL LETTER # 04-002
(CIVIL SERVICE ONLY)

TO: All Agencies in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief
Personnel/Payroll Services Division

RE: RETIREMENT CHANGE FOR BARGAINING UNIT 07 PEACE OFFICER/FIREFIGHTER (POFF)
EMPLOYEES

Pursuant to a collective bargaining agreement, new retirement account codes will be established effective January 1, 2004 for POFF employees in Bargaining Unit 07 and POFF employees aligned with Unit 07 in CBID's S07 and M07 (excluding class codes 1986, 1988, and 1992). In addition, POFF employees aligned with Unit 07 in CBID's C07 and E48 in class codes 9013 and 8412 are also included. The employee retirement rate and exclusion amount will remain the same.

Below is a chart identifying the old and new retirement account codes.

Old Account Code	New Account Code
5C	5E
5D	5F
57	5G
58	5H

PROCESSING

The Controller's Office will process an Employment History mass update on January 20, 2004 to post 505 transactions. Turnaround PARS for this mass update will be generated.

Employees with appointment or separation expiration dates prior to January 1, 2004, will not be included in the mass update. Therefore, agencies must determine if the employees are to be re-appointed or separated and key enter the appropriate transaction. If re-appointed, key enter a 505 transaction effective January 1, 2004 that reflects the correct account code identified in the above chart.

The Controller's Office will post 505 transactions to the Employment History Data Base based on transactions processed prior to the January 20 mass update. If an employee's most current transaction reflects an effective date equal to or less than January 1, 2004, the 505 transaction will be posted by the mass update process. If an employee's most current transaction is effective after January 1, 2004, the 505 transaction will be posted by the Controller's Office beginning January 21, 2004. Also, subsequent transactions will be corrected as needed.

Agencies are responsible for updating the Employment History Data Base with the correct retirement account code information for transactions keyed after the January 20 mass update.

CONTACTS

If you have any questions concerning this letter, please contact Lynn Black at (916) 327-3926 or by email at lblack@sco.ca.gov.

For PAR documentation, contact the Personnel Liaison Unit at (916) 322-6500. Revisions to the Payroll Procedures Manual and the Personnel Action Manual are forthcoming.

JRH:LB/PMAB